

YOUR AGENCY LETTERHEAD

NAME OF DEPARTMENT

Mailing Address

PHONE

email

<Date>

<Name>

Office Chief

Office of Guidance and Oversight

Caltrans Headquarters

1120 N Street

Sacramento, CA 95814.

**RE: Chapter 10 - Consultant Selection
City of <city> - Adoption of Caltrans Local Assistance Procedures Manual**

Dear <Office Chief's name>:

In accordance with Title 23 of the Code of Federal Regulations Part 172.5, the City of <city> hereby formally adopts Caltrans Local Assistance Procedures Manual (LAPM) Chapter 10 as the written policies and procedures for the procurement, management, and administration of Architectural and Engineering (A&E) consultant contracts as prescribed in Chapter 10 of the LAPM titled, "Consultant Selection", for all Federal consultant contracts. This letter serves as <city>'s formal adoption of the current LAPM Chapter 10 and any future updates to the chapter, effective immediately.

Sincerely,

X

<Name>

Public Works Director